



CHULA VISTA GENEALOGICAL SOCIETY

Standard Operating Procedure

SECRETARY

As defined in the Bylaws of the Chula Vista Genealogical Society, the Secretary shall keep a record of the activities of the Society and will provide this record in the form of minutes for all Board of Directors and Society meetings.

The purpose of this Standard Operating Procedure guideline is to further define the responsibilities of this office.

Responsibility I: The Secretary shall keep a record of the proceedings of the Society.

- A. The records of Society proceedings (i.e., minutes of General Membership meetings and minutes of Board of Directors meetings) shall use acceptable terms as suggested in Robert's Rules of Order.
- B. The minutes of the General Membership meetings shall contain:
 - 1. The kind of meeting (i.e., General Membership meeting).
 - 2. Name of Society.
 - 3. Name of presiding Officer.
 - 4. Date and place of meeting, including the time at which the meeting is brought
 - 5. to order.
 - 6. Disposition of prior meeting minutes (whether approved as submitted,
 - 7. amended with corrections or additions, or approved as amended, etc.).
 - 8. 6. All pertinent motions and the disposition of those motions.
 - 9. 7. All points of order and appeals.
 - 10. 8. Names of people initiating and seconding motions.
 - 11. 9. Name of guest speaker and topic of program.
 - 12. 10. Time of adjournment.

- C. The minutes of the Board of Directors meeting shall contain:
 - 1. The kind of meeting (i.e., Board of Directors meeting).
 - 2. Name of Society.
 - 3. Name of presiding Officer.
 - 4. Date and place of meeting, including the time at which the meeting is brought to order.
 - 5. Board members who are present and those who are absent and whether a quorum is declared.
 - 6. Guests who are attending the Board meeting.
 - 7. Disposition of prior meeting minutes (whether approved as submitted, amended with corrections or additions, or approved as amended, etc.).
 - 8. All pertinent motions and the disposition of those motions.
 - 9. All points of order and appeals.
 - 10. Names of people initiating and seconding motions.
 - 11. All items requiring follow-up action and the people responsible for the follow-up.
 - 12. Time of adjournment.

- D. Once the minutes have been written, the Secretary shall forward them to the Board for review with corrections to be made within five (5) days. After the minutes have been reviewed and corrected, they shall be posted, pending the Board's approval at the following Board meeting. The approved minutes shall then be sent to the Webmaster, the Society Historian and a copy filed in the Society's cabinet located adjacent our collection in the Library.

- E. In the course of taking meeting minutes, the Secretary should keep in mind:
 - 1. The minutes must reflect the business transacted at the meeting.
 - 2. A summary of discussion on an item may be included in the minutes.
 - 3. Personal opinions are not a part of the meeting record.
 - 4. Proceedings may be interrupted by the Secretary to seek clarification or repetition of information that will go into the meeting record.
 - 5. Tape recordings of the meeting may be authorized.

Responsibility II: Except for those records specifically assigned to others, the Secretary shall be in charge of the maintenance and organization of Society records that are necessary for the Society to function.

- A. The Secretary shall compile a reference notebook for the Board of Directors, which shall include the following information:
 - 1. Current Society Bylaws.
 - 2. Current Standing Rules.
 - 3. Current SOP documents for all Board member positions
 - 4. Log of policy changes to the Bylaws and Standing Rules.

- B. In addition to the notebook compiled for the Board of Directors, the Secretary shall also have:
 - 1. Originals or copies of all Society contracts, renewal dates, and legal instruments
 - 2. Originals or copies of Articles of Incorporation
 - 3. Originals or copies of application for Society's nonprofit status
 - 4. Originals or copies of Memorandum of Understanding (MOU) with the Chula Vista Public Library
 - 5. Inventory list of all equipment belonging to the Society and the people in possession of the equipment

Responsibility III: The Secretary shall be responsible for initiating or replying to whatever correspondence is necessary to support Society business or activities.

- A. He/she (or a designee) shall be responsible for picking up mail from the Society mailbox, #3024, located at the U. S. Post Office, 340 Oxford St., Chula Vista on a regular basis and shall have an email address on file at that branch for mail notifications.
 - 1. He/she shall distribute the mail to the appropriate person in a timely manner.
 - 2. If there is a question about directing incoming mail to the appropriate Officer or Committee Chairperson, the Secretary shall seek direction from the President and follow that advice.
 - 3. Membership applications and dues shall be given to the Second Vice-President. It shall be the Second Vice-President's responsibility to give the money to the Treasurer.
- B. He/she shall provide timely responses to any incoming correspondence.
- C. He/she shall initiate letters on behalf of the Society (i.e., thank you for services/support, request for information, etc.).
- D. He/she may be called upon to review and approve all correspondence that is sent out under the auspices of the Society.
- E. He/she shall keep a file of all official Society correspondence.

Responsibility IV: The Secretary shall absorb additional related duties that support the business functions of the Society.

- A. The Secretary shall be, with the approval of the President, one of the signers of the Society's checks.
- B. The Secretary shall be a cosigner with the President on all contracts entered into by the Society.
- C. The Secretary shall advise the President in developing the monthly Board meeting agenda.
- D. The Secretary shall be familiar with all the business of the Society, its finances, Bylaws and Standing Rules, policies, objectives, and programs.
- E. The Secretary shall make every effort to attend every Society Board and General Membership meeting.

- F. The Secretary shall keep and update a notebook containing the current Society Bylaws, Standing Rules, respective SOP, current minutes, correspondence and other pertinent documents. This notebook shall be given to the succeeding Secretary.
- G. The Secretary shall be authorized to purchase the necessary materials to adequately carry out the requirements of the position. All requests for reimbursement must be accompanied by receipts that clearly delineate the expenses for which reimbursement is requested.